

The Maine Department of Education Food Service  
All new  
Electronic Claim Submittal Process

**STEPS TO ENTER SCHOOL DETAIL FORM**  
**School Level Password**

1. Obtain Ids and passwords
2. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
3. Select "File Forms (school officials only)"
4. Enter ID and password
5. Select the system School Food Service - Reimbursement
6. Select "file new school detail"
7. Revise information
8. Click "Submit"
9. Notify district person you enter the information.

**STEPS TO CHANGE THE SCHOOL DETAIL FORM**

1. Go to SFSR web page
2. File Forms
3. Enter ID and password
4. Select the system School Food Service - Reimbursement
5. Select "school detail list"
6. Click on the month of school detail form you wish to revise
7. Revise information
8. Click UPDATE
9. Notify district person you made changes

Questions contact      Nanci 624-6877 [nanci.kittredge@maine.gov](mailto:nanci.kittredge@maine.gov) or  
Walter 624-6875 [walter.beesley@maine.gov](mailto:walter.beesley@maine.gov)  
Webpage <http://www.maine.gov/education/sfs/>